

21 March 1973

MEMORANDUM FOR: DDO/OP

SUBJECT : Personnel Procedures

1. Pursuant to your request to Support and Personnel Officers at your meeting with them Friday, 16 March, the following suggestions or ideas for possibly streamlining or consolidating personnel management procedures are made. These are being proffered after only very short notice, which has not allowed time for thorough survey or review of all the possible implications, so that they must be considered as suggestions for further review.

a. We might consider, as I believe we did years ago, an even more simplified use of a position control system, arranging blocks of similar positions at each grade level within elements as large as the DDO Divisions. Division X might therefore be authorized say 55 GS 13 level operations officers. They would be assigned to one multiple incumbency position by personnel action. Within the Division the officers would be assigned for use in any branch or unit element without further personnel action. This would greatly reduce the number of personnel actions and confine their use largely to transfers between Divisions or Staffs, or to and from overseas, and for purposes such as promotion, retirement, etc. I expect such a system would reduce monitoring time substantially, reduce clerical processing time, reduce ADP input procedures time, etc. Periodic surveys by PMCD would continue to establish grade level authorizations.

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SUBJECT : Personnel Procedures

b. We suggest that junior officers (through Grade GS 10) in the major categories within the DDO be promoted by panel ranking procedures within each Division. The current centralized Panel system is overly duplicative and occurs at a period of employment when these officers are not well known throughout the DDO and are in fact only well known among officers generally below even that of Division management level. In the current system the production of papers, records, recommendations, and additional files to make a centralized system work is prodigious and it seems doubtful that it could have improved the effort at this level.

c. We suggest that consideration be given to making the QSI more of a direct management tool by having the approval action effected at Division Chief level. This would require a more precise and realistic outline of standards and criteria for the QSI than we currently have in regulations, and probably monitoring by a single officer at the DDO level instead of a committee. We believe that processing time and staff preparation effort in the personnel service would be reduced.

d. We think the "negative" time and attendance reporting system should be considered as a possible time and effort saver. Under this system T/A cards would be prepared only when the record was other than normal i.e., for leave, overtime, etc.

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Career Management Officer
Technical Services Division

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ROUTING AND RECORD SHEET

OP - 618

SUBJECT: (Optional)

25X1A

FROM:

EXTENSION

NO.

TSD Personnel

DATE

21 Mar 73

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORWARDED

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FORM 3-62

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ROUTING AND RECORD SHEET

op-607

SUBJECT: (Optional)

FROM:

TSD Personnel

25X1A

EXTENSION

NO.

25X1

DATE

20 Mar 73

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORM 3-62

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